

ADM-10.6

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12 December 1967

MEMORANDUM FOR: Comptroller - DDS&T  
SUBJECT : Status Report on CPC

1. Last week all Offices were contacted to find out where they stood in their preparation of the first draft of the Program Call. At the same time the schedule of events chart and blank forms for summary sheets were distributed. The event chart was distributed as a guide and an aid to make sure that all the little tasks would be done. It was emphasized that no rigid time schedule for intermediate tasks was intimated by this PERT schedule. Incidentally, several Offices had asked for this chart to help them schedule the preparation of the CPC.

2. OSP shows little evidence of any progress; however, they do confirm that the first draft will be in on time. Their problem is that too many people have been away.

3. In OCS, all Divisions have been briefed and work has started. They will be in on schedule. There is some evidence of Division Chiefs being reluctant to do the Program Call, although [ ] says he has the situation in hand. 25X1A

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4. In OSA we have the same problem as last year. We have the fourth planning officer appointed so far and he is a new man in that Office and has yet to be brought up to speed. We will have to help him more than the other planning officers. The Project Outline Format was distributed to the new planning officer, [ ] and he indicated that he will use it. This will enable OSA to be consistent, in format at least, with other Offices. 25X1A

5. ORD has some preliminary inputs which have been given to [ ]. Their schedule is good and realistic. [ ] seems to have the time sequence well in hand and we have a man who will probably give us a coordinated paper. They have several very important questions which we need guidance on; for example, IPRD. Also, most of the major issues which should be decided by Mr. Duckett are in ORD projects. These and other issues which you can decide are attached to this memorandum. 25X1A

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6. OSI Division Chiefs are working on their contributions. The progress report draft is almost complete and the remainder of the Call is on schedule. [ ] seems to have the problem well in hand.

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7. FMSAC Divisions have been briefed and are working on their inputs which are due in to [ ] on 21 December. This gives them nine days to get the FMSAC input to us. [ ] seem to be doing a rather good job.

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0196-67 25X1A  
Page 2

MEMO: Status Report on CPC

8. OML is making the best progress by far. They took the Project Outline sheets and made copies with basic entries such as FY 67, 68, and 69 funding and personnel levels and then distributed them by project to the responsible Offices. They have approximately twelve drafts which are nearly complete. The Office Director and Deputy Director are taking an active and daily part in the preparation of this Program Call. OML's progress is so good that we want to use their project format as a suggested guide for other Offices. This format has been sterilized so it need not be classified to any great extent.

9. The Planning Assumptions Booklets, which really should have been given to us back in October, were received on 11 December. We will distribute one to each Office by 12 December. I suspect that we will have to provide some additional guidance after we have made a detailed evaluation of the booklet.

10. In regard to the issues on which we need guidance from you and from Mr. Duckett, we should pass the decisions on to the Offices concerned as soon as possible.

Chief  
Plans and Programs Branch

Attachments:

- 1 - Issues for DDS&T Guidance
- 2 - Issues for Comptroller Guidance

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DDS&T-4853-67

8 December 1967

MEMORANDUM FOR: Executive Officer, OCS  
Executive Officer, OEL  
Executive Officer, ORD  
Executive Officer, OSI  
Executive Officer, FMSAC


SUBJECT : Submission of Weekly Report on Foreign  
Visitors and DDS&T Foreign Travel Plans

As you know, we submit a weekly report to the DDS&T on the VIP and foreign visitors to the Directorate; also on DDS&T personnel planning to travel TDY in foreign areas during those periods. Up to this time we have relied primarily on cable information and memoranda prepared for the DDP on such travel as the basis for our reports. It has been noted, however, that frequently travel plans and dates are altered or cancelled and we are not always informed accordingly. In order that we may properly advise the DDS&T on visitors and foreign TDY travel, each Office is requested to inform us on its expected VIP and foreign visitors and personnel travel plans for the oncoming week. Such information should be received by this Staff no later than 1200 hours on the preceding Thursday.



  
Intelligence Liaison Support Staff  
DDS&T

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MEMORANDUM FOR: Executive Officer, ORD

ATTENTION:

SUBJECT: Deadline for Quarterly Review Data

1. As quarterly reviews of proposed contract actions are held for the DDS&T using information in machine printout form from the CIS, it is mandatory that all input data be complete and accurate.

2. The deadline for assuring this currency is the 10th of each month preceding the quarter in question, i.e., September, December, March, and June.

3. Until otherwise indicated, this will serve as a continuing reminder of those critical dates.

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Controller  
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